ASSESSMENT NOTICE CHECKLIST

Make sure you have pulled down and installed the Assess_Drive_2008_Part 1 web package before starting this checklist.

Make sure all updates to the Parcel Master file have been completed and are correct. All necessary sub-system entries also need to be completed.

The homeowner information **must** be complete prior to printing your notices because it is included in the calculation for current year value and estimated tax due.

Reminder: if you would like the PMB117 at the end of this checklist to give you new summary sheets (all changes on one summary sheet), you need to **answer "Y" to summary sheets for each roll**.

NOTE: Whenever you are asked to back up UADFILE, use the option on the Go Back menu to initialize and save UADFILE. (**16G tape drive counties** using QIC5010 tapes should follow the instructions on page 21 of the checklist – if you use the Go Back menu, it may take hours to initialize.)

1. **PMB189 - List Property Types**
    Run this program to determine the property types used in your county and to select the limits needed for this checklist.

2. **PMB008 - List Value per Acre - *OPTIONAL***
    If *all* of the county's rural investment has been entered in the subsystem, it will not be necessary to run this program. Run this report to verify that no excessive values per acre have been entered. Run on each category *separately* in ascending value order. (Will not list parcels with no quantity.)

3. A. **PMB025 - Edit Exemptions and Specials**
       Run on both "A" and "I" status. (If you have not completed your CB entry, you will want to answer "N" to the CB prompt.)   The following edits *must be investigated:*
           "Homeowner Value But No Homeowner Record"
           "Homeowner Record but no Homeowner Value"
           "Total Homeowner Exemption Amount Exceeds the Maximum"
           "Homeowner (Value)   Parcel Master (Value)"
           "Homeowner and/or Market Adjustments Greater than Market Value"

       On parcels with a HO market different than a PM market, check to see if you need to put an "X" for *not 50%* in the HO record. Parcels with HO value greater than Parcel Master value will result in a negative difference and must be clean.

    B. **PMB131 – Edit Related Parcels**
       This program will edit for related parcels. Run options 1-3 separately to cut down on the size of the reports.

4. **PMQ002 - List Expiration Dates (If nothing prints on this report, skip to step 15**.)
   Run this report to make sure the run date to be used when executing PMB081 covers all of the "inactive" parcels to be rolled. If not, then you will need to check whether you need to change the date in Parcel Master on those "inactive" parcels, or if you need to use a different run date for PMB081. If any "I" status parcels without an effective date show on this report, correct them before proceeding. Also, check for parcels whose effective date is equal to the expiration date since these parcels will go to a "T" status. **If you have an "I" parcel with an expiration date, make sure the "A" parcel does not also have an expiration date. If you want both to expire, you will need to *hand delete* the "I" parcel.**

5. **PMB181 - Compare Effective and Expiration Dates**
   This program compares "I" status effective dates with corresponding "A" status expiration dates, and lists them if they are different.

   THESE PARCELS NEED TO BE INVESTIGATED AND FIXED BEFORE CONTINUING.

6. A. **TXB040 – Tax Due Listing**
   Run in parcel number order. **Use the limits BLANK to 3O 999, and put the report on HOLD**. Answer **2007** for the current tax year and the "enter date interest valid" should be the same as the run date on your PMB081. Accept the default answers on the rest of the prompts except answer "N" to "Print Legal Description". This report will be compared to the TXB040 run after PMB081 to ensure no tax records are lost or duplicated.

   OR If the TXB040 takes a long time to run in your county, you can instead run a **TXB020** *for each year* with taxes owing.

   B. **PMB318 – File Status Report**
   This program gives a record count of the data files.

7. **RCB006 - Edit for "A" and "I" Parcels.**
   Run this program before PMB081 to check the "I" against the "A" to see if changes may have accidentally been made to the "A" parcel instead of the "I". This program checks the Residential Characteristics file.

8. Refer to the documentation and **balancing sheet** for PMB081 for programs to be run before and after running PMB081 for balancing purposes. **Be sure to run reports on **ALL** property types. **(_ _ to 3O 999999)** ("O" as in orange.)

   DO NOT make any changes in Parcel Master after the reports have been run until after PMB081 has been run in update.

9. **TXB127 – Create Tax Cross Reference Records for "I" Status Parcels.**
   You only need to run this program if you are running PMB081 (steps 10-14). You will need Treasurer's security in order to run the program.

10.   **PMB081 - Inactive Roll**
        Run with *No Update*
        REQUIRES DEDICATED UAD FILES
        It is very important to investigate the parcels that appear on this report. 'I' records
        with an effective date prior or equal to the run date keyed in will become an 'A'. 'A'
        records with an expiration date prior or equal to the run date will go to a 'T'.

        If you are unsure about a particular parcel, use Parcel Master Inquiry to examine the
        parcel carefully.

        'I' records that have an effective date greater than the run date and 'A' records with
        an expiration date greater than the run date will not be affected.

        **REFER TO THE DOCUMENTATION FOR PMB081 FOR PROGRAMS THAT NEED
        TO BE RUN *AT THIS TIME* (Step 1) AND USED TO BALANCE PARCEL MASTER
        LATER IN THE CHECKLIST.**

11.   **PMB011 - Audit Trail**
        REQUIRES DEDICATED UAD FILES
        It is necessary at this point to execute the audit trail. This will help ensure proper
        totals when balancing after PMB081 has been initiated.

12.   Backup UADFILE - **REQUIRES DEDICATED UAD FILES**
        Use the BACK menu and select the option to initialize and backup UADFILE. **DO
        NOT REUSE THIS TAPE UNTIL A COUPLE OF WEEKS AFTER YOU HAVE
        COMPLETED THIS CHECKLIST.** Label the tape with this step number.

13.   **PMB081 - Inactive Roll – UPDATE FILES**
        REQUIRES DEDICATED UAD FILES
        If all previous steps are complete, run PMB081 in update using the same run date
        used in step 10. Refer to PMB081 documentation for the "after" balancing reports
        that need to be run (Step 3). **Complete the "balance sheet" on the last page of
        the PMB081 documentation.**

        If your specials do not balance, key in: *RUNQRY SPQ081*
        This report will go to the systems printer on hold. The amounts should be the
        specials difference.

14.   A.   **TXB040 – Tax Due Listing**
               Run with the same responses used in Step 6A. Be sure to put the report on
               HOLD. Compare the report with the TXB040 from Step 6A by displaying the
               totals at the end of the report. Tax, late charge, interest, cost, and total should
               NOT have changed from the previous TXB040. Once you have determined
               the totals are the same, you can delete both reports.

Or, if you chose to run the TXB020 instead, again run a TXB020 for each year with taxes owing. These should be the same as the ones run in step 6A.

B.   **PMB318 – File Status Report**
Compare this report with the one run in Step 6B. If there is a significant change call TSB at 1-800-334-7756.

15.   **FACTORING (TRENDING) PARCEL MASTER VALUES.** If this does not apply, continue with step 16. You may choose to trend in the subsystems – this is addressed at the start of each subsystem roll. Or, you may choose to trend after all subsystems have been rolled. If you are uploading ProVal values to PM, you need to **make sure you do not trend over those uploaded values.**

Examples: 95% = 0095000000   105% = 0105000000

Balancing Procedures (Use the same limits on all programs)
A.   **PMB025** - Edit; clean up any problems.
B.   Save UADFILE - **REQUIRES DEDICATED UAD FILES.**
C.   **PMB002** - Parcel Master recap by category
D.   **PMB012** - Exemption values (select "summary of all")
E.   **PMB012** - *Hardship* data in detail
F.   **PMB085** - Parcel Master Trend **REQUIRES DEDICATED UAD FILES**
   or   Refer to the PMB085 documentation for balancing procedures.
   PMB095 - Parcel Master Trend *by Code Area*
      REQUIRES DEDICATED UAD FILES
      Refer to program documentation
Both PMB085 and PMB095 will send a record to the report file.
New summary sheets can be run at the end of this checklist.
G.   **PMB002** - Parcel Master recap by category
H.   **PMB012** - Ending exemption values (select "summary of all")
I.   **PMB012** - *Hardship* data in detail
J.   Balance reports according to documentation for PMB085 or PMB095.
K.   Manually update other parcels that were not trended through this program.

*Back up UADFILE - REQUIRES DEDICATED UAD FILES
Use the BACK menu and use the option to initialize and backup UADFILE.
DO NOT REUSE THIS TAPE UNTIL YOU HAVE FINISHED THIS CHECKLIST. Label the tape with the step number (before step #16).

16.   **Call FIXRCLRC – Update Last Record Number in Parcel Master**
   REQUIRES DEDICATED UAD FILES
This updates the last record number (sheet #) per parcel for all subsystems except personal property. You may have balancing problems if you do not run this program. **ProVal Counties** only need to run this if they still have parcels in the subsystems.

17. **PERSONAL PROPERTY PROCEDURES.**
    If this does not apply, continue with step 18.

   A. **PPB175 - Update PP Last Record in Parcel Master**
    REQUIRES DEDICATED UAD FILES. This program will update the last record number for the personal property subsystem and needs to be run. (This program does not generate a report.)

   B. **PPB074 - Compare PP Categories with PM Categories**
    This report verifies categories between Parcel Master and the Personal Property file and **needs to be clean before proceeding.**

   C. **PPB073 - PP Unreturned Report List**
    Run this report separately "With Inventory" and "Without Inventory", or run once and select "Both". Only parcels with a Personal Property category in Parcel Master will appear on this report.

    NOTE: Parcels that appear on this report with the comment "Review Date XX" (XX being other than current year) will not roll into the Parcel Master. These parcels need to be investigated before proceeding.

   D. **PPB823 - PP Review Year Edit**
    This program needs to be run before the review year is rolled into Parcel Master. Answer "N" to the prompt 'Do you want to include parcels which will be updated?' That way you will only see parcels that will *NOT* be updated. Review and make corrections before continuing.

   E. **PMB002 - Category Recap**
    Run on the same limits you intend to update.

   F. **PPB086 - PP With Inventory Recap**
    This recap report lists parcels from the Parcel Master file with personal property categories and Personal Property Inventory.

   G. **PPB085 - PP Without PP Inventory**
    This recap report lists parcels from the Parcel Master file with personal property categories but no inventory and/or with unreviewed personal property inventory.

    Select option (1) w/o Personal Property Inventory

    Balancing procedure (**Balance P/P Categories only**):

      PPB086 (Step F)
   + <u>PPB085</u> (Step G)
   = PMB002 (Step E)

H.   **PPB076 - PP Category Recap with Inventory**
Gives category totals from the Personal Property file for specified review year.

I.   **PPB085 - PP Without PP Inventory**
This recap report lists parcels from the Parcel Master file with personal property categories but no inventory.

Select option (2) w/o Personal Property Inventory, and with unreviewed Personal Property Inventory. (These parcels **will not roll**.)

J.   **PPB079 - Roll PP Values to Parcel Master**
REQUIRES DEDICATED UAD FILES
Merges the values from the Personal Property file to the Parcel Master file and lists the Personal Property accounts. (You will receive 2 reports: PPB822 shows the updated review year and PPB079 shows the parcels that were updated.)

K.   **PMB002 - Category Recap**
Balance the Personal Property categories (see below):

PPB076 (Step H) **Depreciated Value**
+ PPB085 (Step I)
= PMB002 (Step K) all Personal Property categories.

NOTE: If you have any parcels that qualified for the QIE exemption, please double check to make sure the correct value is in Parcel Master. (The exempted amount should NOT have rolled in.) Then, take a break – you deserve it!

*BACK UP UADFILE - REQUIRES DEDICATED UAD FILES
Use the BACK menu and select the option to initialize and backup UADFILE. **DO NOT REUSE THIS TAPE UNTIL YOU HAVE FINISHED THIS CHECKLIST**. Label the tape.

18.   **RESIDENTIAL CHARACTERISTICS PROCEDURES.**   If this does not apply, continue with step 19.

A.   Programs are available for factoring (trending) the Residential Characteristics subsystem. If you need to update multipliers in the RC file, you will want to do so before rolling the RC subsystem values into Parcel Master. Refer to the documentation for RCB004 to update RC multipliers.
Examples: 95% = 09500   105% = 10500

B.   **RCB017 - Edit Review Year with Parcel Master**
Answer "N" to the prompt "Do you want to include parcels which will be updated?" That way you will only see parcels that will *NOT* be updated. This report needs to be reviewed and corrections made to the RC file before

continuing this checklist. The review year roll program is embedded in the RC values roll program (RCB003).

C.   **RCB009** - **Edit Other Multipliers.**
This program will list possible problems with RC other multipliers. Parcels with "other multiplier descriptions and no factor" **MUST BE CORRECTED.**

D.   **RCB016** - **Edit Residential Characteristics file.**
All correctable edits should be eliminated before proceeding. Answer "Y" to the prompt "Include totals for balancing?" If totals are given, use them in Step N to balance.

RCQ004 – List Parcels with "N" in Exempt Field
If any parcels show on this report, see if they should be exempt or not. If they are exempt, you need to have a "Y". If they should not, remove the "N".

E.   **RCB016** - **Edit Residential Characteristics file.**
If edits were cleaned up in Step D, it is a good idea to run this program again, and answer "Y" to the prompt "Include totals for balancing?" If totals are given, use them in Step N for balancing.

F.   **MSB018 - Edit Exempt RC & MH with Value in PM**
Lists all exempt RC or MH records that have value in Parcel Master. This same listing can be used for step 19G.

G.   **PMB002** - **Category Recap**
Execute on the same limits you intend to update.

H.   **PMB012 - Exemption Value summary**
Execute in summary of all to get the exemption values.

I.   **RCB011 - PM Recap of Parcels with Residential Characteristics**

J.   **RCB012 – PM Recap of Parcels without Residential Characteristics.**
Balance Residential Characteristic categories by category:

        RCB011 (Step I)
  +   RCB012 (Step J)
  =   PMB002 (Step G)

K.   **RCB003 – Roll RC Values into Parcel Master. (Non-update)**
Execute this report **first by not updating**. Correct any error conditions. The multi-family update is embedded in RCB003. Rerun steps G through J if any corrections are made.

L.   **RCB003 - Roll RC Values into Parcel Master. (Update)**
      REQUIRES DEDICATED UAD FILES
      When ready, run this report **in update**.   The review year roll program
      (RCB005) is embedded in RCB003 and will run when RCB003 is executed.

      Multi-family values have been added to the single-family values on those
      parcels with both.

      The exemption values for Homeowner and Circuit Breaker will also be
      updated. If Homeowners are marked not at 50% and a percentage has not
      been keyed in the file, the homeowner values will **not** be updated. These
      values **will not be updated** for multi-family, rental usecode or multiple sheets.
      If there is no homeowner market value in Parcel Master, the homeowner
      exemption will NOT roll in.

M.   **PMB002 - Category Recap**
      Execute on the same limits you updated.

N.   **RCB013 - Recap of RC Rolled into Parcel Master by Category/Value.**
      Balance Parcel Master on those improvement categories in the RC Subsystem
      only.   Use the "both" (multi and single-family) option when running this
      program.

	RCB016	(Step D/E)
+	RCB012	(Step J)
+	<u>RCB013</u>	(Step N)
=	PMB002	(Step M)

O.   **PMB012 - Exemption value summary**
      Run in summary and balance exemptions:

	PMB012	(Step H)	Total market, includes disallowed homeowners
-	RCB003A	(Step L)	Old Value
+	<u>RCB003A</u>	(Step L)	New Value
=	PMB012	(Step O)	Total market, includes disallowed homeowners

P.   Be sure and check those parcels in RCB003C that did not update. These
      records will need to be updated by hand. (Yes, you should take a break!!)

*BACK UP UADFILE - REQUIRES DEDICATED UAD FILES
Use the BACK menu and select the option to initialize and backup UADFILE. **DO NOT**
REUSE THIS TAPE UNTIL YOU HAVE FINISHED THIS CHECKLIST. Label the tape.

19. **MOBILE HOME CHARACTERISTICS PROCEDURES.** If this does not apply, continue with step 21.

A. Programs are available for factoring (trending) the Manufactured Housing subsystem. If you need to update multipliers in the MH file, you will want to do so before rolling the MH subsystem values into Parcel Master. Refer to the documentation for MHB004 to update MH multipliers.

Examples: 95% = 09500   105% = 10500

B. **MHB022 – MH Recalculate**
This needs to be done so that the new appraisals will match the new values in Parcel Master and on the summary sheets.

C. **MHB020 - Edit Review Year with Parcel Master**
Answer "N" to the prompt 'Do you want to include parcels which will be updated?' That way you will only see parcels that will *NOT* be updated. This report needs to be reviewed and corrections made to the MH file before continuing this checklist. The review year roll program is embedded in the MH values roll program (MHB002).

D. **MHB016 - Edit Width/Dimension/Age**
Review any edits. Clean any with a width or length of zero.

E. **MHB009 - Other Multipliers Edit.**
This program will list possible problems with MH multipliers. Parcels with "other multiplier description and no factor" **must be corrected.**

F. **MHB018 - Edit the Mobile Home Characteristics File.**
All correctable edits should be eliminated before proceeding.

Answer "Y" to the prompt "Include totals for balancing?"
If totals are given, use them in step P to balance.

G. **MSB018 - Edit Exempt RC & MH with Value in PM**
Lists all exempt RC or MH records that have value in Parcel Master. If you ran this in step 18F, you can use that printout.

H. **MHB018 - Edit the Mobile Home Characteristics File.**
If any edits were cleaned up in Step F, it is a good idea to run this program again and answer "Y" to prompt "Include totals for balancing?" If totals are given, use them in Step P to balance.

I. **PMB002 - Category Recap**
Execute the same limits you intend to update.

CL8/400

J.   **PMB012 - Exemption Value Summary**
Execute in summary to get the exemption values.

K.   **MHB012 – PM Recap of Parcels without MH Inventory**

L.   **MHB011 - PM Recap of Parcel with Mobile Home Inventory.**

Balance *Mobile Home* Categories:
```
   MHB011  (Step L)
 + MHB012  (Step K)
 = PMB002  (Step I)
```

M.   **MHB010 - Recap of MH Roll into Parcel Master by Category/Value.**

N.   **MHB002 - Roll Mobile Home Values into Parcel Master (non-update)**
Execute this report the first time without updating. Correct any indicated error conditions. Rerun balancing steps I through L only if corrections are made.

O.   **MHB002 - Roll Mobile Home Values into Parcel Master (update)**
REQUIRES DEDICATED UAD FILES
Execute again and update (the program is very similar to RCB003, the Residential Roll).

P.   **PMB002 - Category Recap**
Execute on the same limits that you updated.

Balance Parcel Master by category on those improvement categories in the MH Subsystem only.

```
   MHB018    (Step F/H)
 + MHB012    (Step K)
 + MHB010    (Step M)
 = PMB002    (Step P)
```

Q.   **PMB012 - Exemption Value Summary**
Run in summary.
Balance exemptions (CB & HO)

```
   PMB012   (Step J)    Total market (includes disallowed H/O)
 - MHB002A (Step O)    Old Value
 + MHB002A (Step O)    New Value
 = PMB012   (Step Q)    Total market, includes disallowed homeowners)
```

R.   Be sure and check those parcels in MHB002C that did not update. These exemption records will need to be updated by hand.

20. ***BACK UP UADFILE - REQUIRES DEDICATED UAD FILES**
     Use the BACK menu and select the option to initialize and backup UADFILE. **DO NOT REUSE THIS TAPE UNTIL YOU HAVE FINISHED THIS CHECKLIST**. Label the tape.

21. **RESIDENTIAL/COMMERCIAL LAND PROCEDURES.** If this does not apply, continue with Step 22.

     NOTE: Determine which land you want to roll (Residential and/or Commercial), and then be consistent throughout the checklist.

     A. **LDQ001 – Parcels without Matching Classification in the RIBC File.**
         This report will list any parcels that do not have a matching classification in the base cost file. This report must be cleaned up before continuing the checklist.

     B. **AGB451 - Compare Parcel Master to the Land File.**
         See the documentation in order to run this program. To compare categories only, answer "N" to prompts #04 and #05. Satisfy all edits before proceeding. It is not necessary to compare value/category to Parcel Master.

     C. **AGB455 – Category Duplication Between Rural and Res/Comm Land**
         These categories cannot be in both files. This edit must be clean before proceeding.

     D. **AGB460 –Parcels with Both Land Subsystems.**
         Review carefully to make sure parcels listed really should be in *both* subsystems. Make any corrections necessary before continuing with the next step.

     E. **LDB360 – Mass Update of Land Appraisal Information.**
         OPTIONAL. On those parcels where a reappraisal has been done, the appraisal date, review year, and appraiser's initials may be updated in mass, in the Res/Com Land Subsystem rather than each parcel individually. See the documentation for LDB360 for the instructions on running this program.

         The new review year will be updated in Parcel Master when the Res/Com Land values are rolled into Parcel Master.

     F. **LDB819 - Edit Review Year with Parcel Master**
         Answer "N" to the prompt 'Do you want to include parcels which will be updated?' That way you will only see parcels that will *NOT* be updated. This report needs to be reviewed and corrections made to the land file before continuing this checklist. The review year roll program is embedded in the land values roll program (LDB370).

G. **PMB002 - Category Recap**
Execute on the same limits you intend to update.

H. **AGB453 - Parcel Master Value Recap with Inventory in the Land File.**
Select the Residential/Commercial land option.

I. **LDB382 - Land Value Recap of Parcels without Inventory in the Land File.**
Balance per category:

LDB382   (Step I)
+ AGB453   (Step H)
= PMB002   (Step G)

J. **AGB452 - Residential/Commercial Recap with Inventory in the Land File**.

K. **LDB370 - Roll Residential/Commercial Land Values into PM (non-update)**
Execute this program first *without* updating. Correct any error conditions. Rerun balancing steps G through J only if corrections are made.

L. **LDB370 - Roll Residential/Commercial Land Values into PM - UPDATE REQUIRES DEDICATED UAD FILES**
Execute again and select the *update* option.
NOTE: A separate report will be generated listing parcels with circuit breaker. These exemption parcels need to be updated manually. LDB370 will *NOT* roll acres.

M. **PMB002 - Category Recap**
Balance by category and value

PMB002   (Step G)
+ AGB452   (Step J)
- AGB453   (Step H)
+ PMB002   (Step M)   If *not* in balance, refer to Step N.

N. **AGB500 – Edit Parcel Master and Land Categories.**
These parcels appeared on AGB451 and should have been investigated at that point. However, this situation can be acceptable and AGB500 needs to be executed for the following reason:

A PARCEL may have more than one residential/commercial land category entered in Parcel Master, but not all of the land categories are entered in the land file for that particular parcel. These are the parcels where you will have a problem balancing the category that is NOT entered into the land file.

Rebalance only those categories that were off.

PMB002 (Step G)
+   AGB452 (Step J)
-   AGB453 (Step H)
+   AGB500 (Step N) ***
=   PMB002 (Step M)

*** **Only** those parcels with more than one residential/commercial category in Parcel Master. The category that does not balance is **not** in the land file. Only add in the value of the category **NOT** in the land file. (ie. PM has categories 12 & 13. The Res/Comm Land file has only category 12. Only add in the value on the category 13 in PM.)

*BACK UP UADFILE - REQUIRES DEDICATED UAD FILES
Use the BACK menu and select the option to initialize and backup UADFILE. **DO NOT REUSE THIS TAPE UNTIL YOU HAVE FINISHED THIS CHECKLIST**. Label the tape.

22.   **RURAL INVESTMENT LAND PROCEDURES.** If this does not apply, continue with step 23.

A.   **AGB451 - Compare Parcel Master with Rural Investment Land File**
This program determines parcels and situations that need to be investigated. There are two options, to compare acres and to compare values. It is not necessary to compare value/category to Parcel Master. We suggest that this edit be clean, before proceeding.

B.   **AGB455** – **Category Duplication Between Rural and Res/Comm Land**.
These categories **cannot** be in both files. This edit must be clean before proceeding.

C.   **AGB460 - Parcels with Both Land Subsystems**
Review carefully to make sure parcels listed really should be in **both** subsystems. Make any corrections necessary before continuing with the next step. If this program was run and corrected in step 21D it is not necessary to run again.

D.   **AGB450 - OPTIONAL – Mass Update of Appraisal Information.**
On those parcels where a reappraisal has been done, the appraisal date, review year, and appraiser's initials may be updated in mass in the RI Subsystem rather than each parcel individually. See documentation for instructions on running this program.

The new review year will be updated in Parcel Master when the RI land values are rolled into Parcel Master.

CL8/400

E.   **AGB818 - Edit Review Year with Parcel Master**
Answer "N" to the prompt "Do you want to include parcels which will be updated?" That way you will only see parcels which will **NOT** be updated. This report needs to be reviewed and corrections made to the RI file before continuing this checklist. The review year roll program is embedded in the RI values roll program (AGB459).

F.   **PMB002 - Category Recap**
Run on the same limits you intend to update.

G.   **AGB453** - **Parcel Master Recap of Parcels with Land Inventory.**

H.   **AGB452 - Recap of Value in the Rural Investment Land File**
This report is similar to PMB002.

I.   **AGB459 - Roll Rural Investment Land Values into PM – non-update**
Execute this report the first time **without** updating. Correct any indicated error conditions. Rerun balancing steps F through H only if corrections are made.

J.   **AGB459 - Roll Rural Investment Land Values into PM –Update.**
REQUIRES DEDICATED UAD FILES
Rural Investment Land values and acres will roll into Parcel Master.

NOTE: A separate report will be generated listing parcels with circuit breaker. These exemption parcels need to be updated manually.

K.   **PMB002** - **Category Recap**
Balance Rural Investment Value and Acres by Category

        PMB002 (Step F)
  +   AGB452 (Step H)
  -    <u>AGB453</u> (Step G)
  =   PMB002 (Step K)   If not in balance refer to Step 22L.

L.   **AGB500 – Edit Parcel Master and Land Categories.**
These parcels appeared on AGB451 and should have been investigated at that point. However, this situation can be acceptable and AGB500 needs to be executed on the applicable categories for the following reason:

A PARCEL may have more than one RI land category entered in Parcel Master, but not all of the land categories are entered in the RI land file for that particular parcel. These are the parcels where you will have a problem balancing the category that is NOT entered into the land file.

Rebalance only those categories that were off.

PMB002 (Step F)
+   AGB452 (Step H)
-   AGB453 (Step G)
+   <u>AGB500</u> (Step L)
=   PMB002 (Step K)

AFTER ALL SUBSYSTEMS HAVE BEEN ROLLED:

23.   **Trending (Factoring)**. If you did *not* trend in Step 15 or in the subsystems and would still like to, you may trend Parcel Master at this time. Refer to Step 15 for instructions. Be aware that you might be trending over values already trended in the subsystems or if you have uploaded values from ProVal, you will want to make sure you do *not* trend those new values.

24.   **PMB068** - **Update Physical Inspection Year in Parcel Master.**
      Run on the same limits used during the checklist. The consulting appraisers need an updated physical inspection year to monitor the five-year plan.

25.   **PMB069 – 5-Year Appraisal Progress Report**
      <u>Optional</u> – Report B will list those parcels which have an illogical category combination. Some of these parcels will need to be corrected.

26.   **PPB072 – Print Listing of QIE with Review Year Not Updated**
      If anything prints on this report, it may be subject to recapture. Please send the report to Gregory B. Cade at the State Tax Commission.

27.   **PMQ015** – List Invalid Categories (8, 60, 61, 62). This should be clean. Alan Dornfest expects to see zero value for these categories on the Abstract. The 60-62 categories should be replaced with either a 50 (residential) or 51 (commercial).

28.   Create New Land Homeowner Exemption Records:

      A.   **LDB372** – **REQUIRES DEDICATED UAD FILES**
           Creates/updates *land* HO records for eligible parcels that are 1 acre or less by putting the Parcel Master market value into the HOCB field in the subsystem. Those that do not create (e.g. greater than 1 acre; you will get an edit listing these parcels) will need to be handled manually (either in the subsystem or directly in Parcel Master). Run this first in non-update to review the printouts. When ready, run in update.

      B.   **LDB371** – Roll HO Land Records. This will take the land HO records in the subsystem (updated/created by the LDB372 or manually entered) and roll them into the HO Market column in Parcel Master. Run this in non-update first and review the printout to make sure you are good with what will be rolling in. When ready, run in update. **If you have been hand updating all of your HO Market in Parcel Master, this step is optional. It will just roll back in the amounts**

pulled from Parcel Master by LDB372. If you have been updating in the subsystem, you need to run the LDB371.

29.   **PMB025 - Edit Exemptions and Specials**
Run on "A" status. Edit and clean up all exemptions except Circuit Breaker (say "N" to the CB option). They will be edited separately later in this checklist. (See step #3 for more details.)

On those parcels with HO market different than PM market, check to see if you need to put an "X" for *not 50%* in the HO record.

30.   **PMB369 - Parcels Not at 50% Homeowner**
This report will list those parcels that have a homeowner exemption value that exceeds the maximum and/or all homeowner market records not at 50%. Review this report carefully, and make any necessary changes.

You may have many edits for "HO Exemption Exceeds the Maximum". Ignore these for now – the MSB009 run in step #31 should clean these up for you.

Remember, the Residential Characteristics and Mobile Home roll programs did **not** update the homeowner market and exemption amounts if the homeowner record is marked X "Not at 50%" and there is no entry in "% Applicable".

31.   **MSB009** – Recalculate all HO exemption amounts
This program recalculates all existing HO records. It will apportion the exemption between all eligible categories (if they have a HO market) and between related parcels. It will also make sure the parcel has been capped at $100,938.
        A) Rerun **PMB025** – see step 29.
        B) Rerun **PMB369** – see step 30.

32.   **Optional Edits:**

A.   **PMB010** – List Out of County Owners.
        Look for out of county zip codes with a homeowner's exemption.

B.   **PMB093** – Parcels with Homeowner by Select Cat/Acre
        Run this to double check land categories that are greater than one acre with a homeowner's exemption.

33.   **PMB013 - Parcel Master Edit**
At this time, all categories should have values. **Look for any excessive values** or acreage in the Parcel Master file.

Suggested responses:
Screen 1:

　　Parcels with No Value
　　　　No Categories and No Values . . . . **X**
　　　　At Least One Category without Value . . . . . **X**
　　Parcels With Excessive Value (**Mark only ONE below with an X)**
　　　　Compare value/acres by category . . . . ____
　　　OR Compare value/acres by total parcel value. . ____
　　Parcels with Negative value/Acres (**Mark only ONE with an X**)
　　　　Compare values/acres by category　　　　 _____
　　　　Compare values/acres by total parcel value　 _____

ENTER

Screen 2:

　　Parcels with No Value
　　　List categories that you wish to exclude,
　　　if any:
　　　　　　 19　 67　 81

Screen 3:
　　Parcels with Excessive Value/Acres
　　Enter excessive value/acres by total parcel value
　　Values　 X　 Values greater than $(*fill in amount*)
　　Acres　　 X　 Number of acres greater than (*fill in*)
　　　　　　　　(allow for 3 decimal places on acres)

34. **PMB125 - Land/Improvement Review Year Edit**
Optional. This edit will list all parcels where the improvement review year is different than the land review year.

35. **Run PMB002 and PMB003**
Be sure that these reports balance to each other, as they are the current year values before any corrections or Board of Equalization changes.

36. **PMO062 – Enter/Update Taxing District Information**
You will need to **add or remove districts and update the phone number** (if given) **and hearing date** for each taxing district. This information is required for the assessment notices. The County Clerk should have this information for you. You will also be asked if the taxing district is in compliance (Y or N). They are required to supply the Clerk with a hearing date. (They are not required to submit a phone number.) If they did not submit a hearing date, please mark the compliance field with an "N" - a "no response" will then print on the Assessment Notice for that taxing district. If they are not required to hold a meeting (eg. Some hospitals - info to this

effect should have been given to the Clerk), then put an **"E" for exempt** in the compliance field. The notice will print "not required" for these taxing districts.

You can run **TXQ612** to get a listing of the taxing districts entered into your file. Use this to check the current listing and also to proof any changes.

37. **PMO002 – Category Description Update**
    If you would like to change how a category description appears on the assessment notice, you can go into this program and change it. Call the program and then page down to review the descriptions.

38. **MSO005 – Head File**
    Review the information for the Assessor's Office (record 2). This information will print in the return address section at the top left of the Assessment Notice. Update if needed. **Add or update comment1 & 2 if you want them to print on the notice.**

39. Backup the UADFILE - **REQUIRES DEDICATED UAD FILES**
    Use the BACK menu and select the option to initialize and backup UADFILE. ****If this is to be your permanent record (if you do not keep a copy of your assessment notices or a printed roll), ask your county attorney how long you must keep this tape.

40. **PMB062 - Assessment Notices** (refer to documentation):
    Make sure you enter the correct **current year.** (eg 2008. If you enter 2007, it will create notices based on 2006 taxes.) This year also prints at the top of the notices. Category 81s that have specials on them will only print if you selected "Y" to print estimated taxes. The special will show up in the "fees" area of the notice (bottom left). **All fees are based on LAST YEAR'S specials. (Even if you have your current year's specials in, last year's will show on the notice.) If a parcel is in a new code area, nothing will print for last year's taxes or for estimated taxes, but it will print the current code area's taxing district information. If you have a change in categories, the old will show with a value for last year and nothing for this year. The new category will not show an old value but will show a new value. You now have the option to print comments on the notice (upper right side). Use MSO005 to enter the comments.

    If you send your notices to a vendor to be printed, remember to **say "N"** to the print notices on laser option. They are setup to accept the old format layout.

    New option: If you want to print an estimated tax, you now have the option to print the estimated tax using last year's levies **or** using "current year estimated" levies provided by Alan Dornfest. In order to use the "current year" levies, you will need to get the estimated levies from Alan Dornfest and enter them into the **2008** levy file (TXO010). Make sure that you do not touch the 2007 levy file. If you would like either the current or last year's taxes to print, you will still need to answer "Y" to the prompt "Do you want to print current year estimated tax?"

For ease in aligning the forms, we suggest that you also run the Assessment Notice Program (PMB062) on 1 parcel only and request 10 copies so that you can use these to align your forms. When you have the proper alignment, release your spooled Assessment Notices and continue printing.

Once your notices are run, you can use **PMO063** to view or print a copy of the notice. F9 and/or F10 will ask if you want "Copy", "Corrected Copy" or neither to print on the notice generated from PMO063. The program allows you to select by parcel or search by name or address.

41.   **PMB117 - Print Summary Sheets**
         This program will print new Parcel Master summary sheets after "All" subsystems have been rolled and trended (if used). It will only print 1 sheet per parcel. It will also give you the option to print new appraisals by subsystem. Parcels uploaded to the AS/400 from ProVal will print summary sheets.

42.   **PMB001 – Parcel Detail Listing**
         If you want a printout showing the values and estimated tax that printed on the Assessment Notices, run this report. (Need to select (X) the estimated tax option.)

43.   ***PROPERTY TAX REDUCTION:***

         A.   **PMB025 – Edit CB Exemptions** (Only select "Circuit Breaker Data".)
                  Investigate these edits:
                     "Circuit Breaker Value but No Circuit Breaker Record" (**must be clean**)
                     "Circuit Breaker Value XXXXX Parcel Master XXXXX" (some may be OK)
                     "Circuit Breaker Reduction Amount Invalid" (**Must be clean**)
                     "More than One "X" Record on a Multiple Application" (**Must be clean**)
                        (Has 2 X records instead of an X and a Y.)

         B.   Please send **PMB016** (Circuit Breaker Preliminary Reduction Roll) with the
                  tape *as soon as possible,* but **no later than the 4th Monday of June**. Mail to:
                        Claire Cunningham
                        Idaho State Tax Commission
                        PO Box 36
                        800 Park Blvd Plaza 4
                        Boise, ID 83722-0370

If you ran your PMB016 and submitted it to the STC **prior to running your Assessment Drive, please rerun your PMB016 to make sure that the data is still the same.

44.   *NEW CONSTRUCTION ROLL*

As per Section 63-301A, Idaho Code, the New Construction Roll must be certified to the County Auditor by the **1ST MONDAY IN JUNE.** Do *not* send a copy to the Tax Commission at this time.   The PMB106 sent to Gary Houde at Abstract time will fulfill the STC requirement for New Construction.

The following reports will satisfy the county requirements:

A.   **PMB250 - New Construction by Taxing District**
     Summary of net taxable new construction value, by taxing district.

B.   **PMB254 - List/Delete *Incomplete* UANEWC00 Records**
     Execute this program the first time **without update** using the year **2008**. Check these over to see if records need updating or if they can be deleted. **When ready, rerun the program in update**; those with incomplete records will be deleted.

C.   **PMB256 - New Construction Detail Listing**
     The New Construction Roll (detail) shall be certified to the County Auditor no later than the first Monday in June. The market value on the PMB256 should balance to the net market value on the PMB250.

D.   **PMB251 - New Construction Abstract**
     The new construction value on this report should balance to the NET MARKET value on the PMB250. (This abstract is not a requirement, but will give you an additional balancing report.)

Any adjustments or corrections to the New Construction Roll must be done prior to the **1st Monday of August.**

45. Take a deep breath and then pat yourself on the back for a job well done!!

SAVE UADFILE
***16G* TAPE DRIVE COUNTIES (USING QIC5010 TAPES)**

Instructions for saving MLR-1 tapes with density *QIC5010:

1.   Initialize the tape:
      Type in INZTAP and then hit F4 to prompt
          Device: **TC**
          New volume identifier   **BACKUP**
          New owner identifier   **COUNTY NAME** (put your county name)
          Volume identifier   *MOUNTED
          Check for active file   ***NO**
          Tape density   *CTGTYPE
          Code   *EBCDIC
          End of tape   *REWIND
          Clear   ***NO**

2.   Save UADFILE:
      Type in SAVLIB and then hit F4 to prompt
          Library   **UADFILE**
          Device   **TC**